

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

Minutes – February 13, 2018 – 4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:35pm

PUBLIC PORTION OF MEETING BEGINS:

Per the New Jersey Open Public Meeting Law adequate notice of this meeting has been provided by the Schedule of the Regular Meetings heretofore adopted and posted on the Public Bulletin Board at the Municipal Building mailed to the Hawthorne Press, Herald News, Record, and all persons who have requested the mailing of such schedule, and a copy of said schedule has remained on file in the office of the Borough Clerk from and since January, 2018.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
E. Vicki Arians	12/2019		X	
Theresa DiGeronimo, Supt. Alternate	N/A		X	
Lori Garrison	12/2022		X	
Richard Goldberg, Mayor	N/A	X		
Jean Mele	12/2022	X		
Joseph Metzler	12/2021	X		
Linda Missonellie, Vice President	12/2018	X		
Gary Sinning, Mayor's Alternate	12/2018		X	
Richard A. Spirito, Jr. Supt. of Schools	N/A		X	
Dr. Richard A. Spirito, President	12/2020	X		
Evan Toth	12/2022	X		
Monica A. Smith, Director	N/A	X		
OPEN Recording Secretary	N/A			
Mary Ellen Puzen Business Manager	N/A	X		

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

### APPROVAL OF THE MINUTES FOR: January 10, 2018– Regular Public Meeting

- **Vote #2018-V004: Approving the Minutes for 10-Jan-2018– Regular Public Meeting.**

Library Board Roll Call Vote: APPROVED 6-0

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			2			1			
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

### PUBLIC BE HEARD – AGENDA ITEMS ONLY:

No Report

### FINANCIAL REPORTS/BILL LIST

**Jean Mele, Committee Chairperson**

- **Vote #2018-V005: Approving the Bill List for 11-Jan-2018 through 13-Feb-2018 , inclusive.**

Library Board Roll Call Vote APPROVED 6-0, \*Linda Missonellie abstaining on #7756

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				1	2				
Aye			X	X	X	X*		X	X
Nay									
Abstain									
Absent	X	X					X		

Ms. Puzen reported that approximately \$1800 representing 5 vendors was added to the 2017 closeout (Amazon, SJ Energy, CDW-G, Procopy, and a replacement check for a seminar). There was discussion on the maximum purchase amount requiring Board approval and it was concluded that sometime in the past it was raised from \$500 to \$1000. The Technology Committee requested to be notified when purchases similar to the recently purchased replacement copier are considered.

### COMMUNICATIONS

**Monica A. Smith, Director**

No Report

### BUILDINGS AND GROUNDS

**Joseph Metzler, Committee Chairperson**

Ms. Puzen reported that the DPW cleared the parking lot after the snow storm; outside garbage cans were emptied; lights replaced throughout the library; Joe Metzler patched the holes in the JV office (one remains), replaced parking lot and outside building lights.

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The soda machine leak was repaired; Procopy delivered the new copier and removed the old one; annual maintenance was performed on the lift; a service call was made to Reiner to address no heat in the Admin office. It was determined that the thermostat controlling the heat is outside the Director's office and a sensor run from it to the Admin office would be \$800+.

Joe Metzler queried if the leftover aluminum from the roof project was in the boiler room; that will be verified and reported on at the next meeting.

The bulk of the shelving slotted for relocation to Fire Company #5 was moved from the basement.

### TECHNOLOGY

**Richard A. Spirito, Jr., Committee Chairperson**

The TV is back up and configured to display the slides that advertise programs and happenings at the Library.

We replaced the copier in Tech Services with a multi-function unit so it can be networked for shared use.

The laptop is getting Microsoft Office Home and Business installed so it can be used for one-on-one technology training with the patrons, as well as classes.

Received the Shared Services Agreement for 2018 from NRES. There is a per hour price increase from \$67 to \$70 and \$100 to \$110 for service rendered during normal business and after normal business hours, respectively. Discussion ensued as to the evolution of NRES with respect to their verbiage of describing the contract as a Shared Service Agreement on the cover letter that accompanied the contract itself.

- **Vote #2018-V006: Approve NRES for technology support services for 2018.**

*Library Board Roll Call Vote APPROVED 6-0*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				1		2			
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

### POLICY

**Vicki Arians, Committee Chairperson**

No Report

### COMMUNITY PUBLIC RELATIONS

**Jean Mele, Committee Chairperson**

The problems with the statewide delivery system are ongoing. BCCLS has disabled hold placement capabilities at the public level and also suspended hold fulfillment for all but holds placed on "in-building" items. BCCLS is in constant contact with LibraryLinkNJ to get updates on how the contracted company, Expak, will clear the backlog of items from its warehouses. Additionally, since Expak canceled the contract effective May 29, 2018, BCCLS is exploring what the consortium may want to do for deliveries amongst ourselves while the contract goes back out to bid. They have gotten clearance to award an emergency contract but it's not known at this time how long this may take.

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## Board of Trustees Regular Monthly Meeting

Linda Missonellie asked two supplemental questions: 1) was the previous vendor the lowest bidder 2) how many of our patrons are affected by this. Monica Smith will research the answers to these questions and email the Board.

**PERSONNEL Linda Missonellie, Committee Chairperson**

- **Vote #2018-V007: Authorize the Personnel Committee to offer the position of Head of Adult Services to the preferred candidate, the appointment of said candidate to be memorialized at a subsequent Board meeting.**

*Library Board Roll Call Vote APPROVED 6-0*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion			1		2				
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

We are currently conducting interviews for the open positions of Head of Adult Services and Librarian (PT).

**NOMINATING**

**Mayor Richard Goldberg, Committee Chairperson**

No Report

**NEGOTIATIONS**

**Linda Missonellie Committee Chairperson**

No Report

**MEETING ROOM APPLICATIONS**

None

**PROFESSIONAL DEVELOPMENT**

Board of Trustee Training Opportunity – included in the Board packet

**OLD BUSINESS**

So far, the Strategic Plan Public Survey has garnered 93 responses; 69 online and 24 on paper. The Focus Group is scheduled for March 10, 2:00pm. Advertising continues to be through a variety of mediums: newspaper, in-house flyers, online, direct email.

**NEW BUSINESS**

State Report 2017 ACCURACY CERTIFICATION FY19 is due 3/15. The next Board Meeting is 3/14. The Library will have the report prepared in advance of both dates; can the President sign the 2017 ACCURACY CERTIFICATION FY19 accordingly? Yes, Dr. Spirito can sign it when completed.

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Joe Metzler reported that Lime energy is working with the Borough to install LED lighting. Linda Missonellie queried as to whether or not the Library can be considered for replacement LED lighting on the current grant. Borough Administrator, Eric Mauer, indicated to the Mayor that the Library could be considered in the next round of the grant; the Mayor will confirm this with Eric.

### FRIENDS OF THE LIBRARY

Night of Chocolate was Friday, February 9; 100+ attendees. The Friends are looking to give the fencing used for the Art Show – which is currently stored under the stairs to the loft – to the DPW; pickup is scheduled for 2/14. The DPW would loan the fencing back to the Friends should their need it in the future.

### PUBLIC BE HEARD:

### MOTION TO GO INTO PRIVATE SESSION AT 5:32PM:

*Library Board Roll Call Vote APPROVED 6-0*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				2		1			
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

### PRIVATE SESSION:

Reviews the draft of the Director’s 2017 Performance Evaluation

### MOTION TO EXIT FROM PRIVATE SESSION:

*Library Board Roll Call Vote Approved 6-0*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				2	1				
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

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**MOTION TO ADJOURN:**

*Library Board Roll Call Vote Approved 6-0*

	<u>Vicki</u> <u>Arians</u>	<u>Lori</u> <u>Garrison</u>	<u>Mayor</u> <u>Goldberg</u> <u>/ Sinning</u>	<u>Jean</u> <u>Mele</u>	<u>Joe</u> <u>Metzler</u>	<u>Linda</u> <u>Missonellie</u>	<u>Richard</u> <u>Spirito</u> <u>/ DiGeronimo</u>	<u>Dr.</u> <u>Spirito</u>	<u>Evan</u> <u>Toth</u>
Motion				1	2				
Aye			X	X	X	X		X	X
Nay									
Abstain									
Absent	X	X					X		

**Next Regular Meeting – Wednesday, 14-Mar-2018 at 4:30 P.M.**

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Summary of Resolutions and Votes

- Vote #2018-V004: Approving the Minutes for 10-Jan-2018– Regular Public Meeting. 2
- Vote #2018-V005: Approving the Bill List for 11-Jan-2018 through 13-Feb-2018 , inclusive. 2
- Vote #2018-V006: Approve NRESC for technology support services for 2018. 3
- Vote #2018-V007: Authorize the Personnel Committee to offer the position of Head of Adult Services to the preferred candidate, the appointment of said candidate to be memorialized at a subsequent Board meeting. 4